

*Non-exempt*

OFFICE ASSISTANT/CEMETERY CLERK – 1015  
(Part time – 25 hours week – 8:00 a.m. to 1:00 p.m.)

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs responsible clerical work providing assistance to the public in the purchase of cemetery plots and to the parks and recreation department; and does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Coordinates the purchase and opening of city owned cemetery plots, maintains files and maps, provides clerical assistance to the parks and recreation department.

Processes customer requests for cemetery plots;

Coordinates with staff for marking of the grave;

Determines the cost of plot required, processes the paperwork and processes payment and deposit slips;

Researches incorrect data;

Answers telephone, when necessary, placing incoming calls to various offices and connecting long-distance calls;

Receives and records messages; provides basic information to callers;

Enters and processes customer complaint information;

Acts as receptionist when necessary; greets visitors and provides directions as needed;

Performs basic typing and filing duties;

Makes copies of documents;

Prepares and maintains various files and records;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of standard office procedures; general knowledge of the operation of the switchboard; some knowledge of operations of the assigned department; ability to speak clearly, understand and follow written and oral directions; ability to operate personal computer and standard office equipment; ability to type accurately and at a reasonable rate of speed.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some clerical/office experience.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the State of North Carolina.

Notary Public.